13th RCMI INTERNATIONAL SYMPOSIUM ON HEALTH DISPARITIES

December 10-13, 2012
Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
San Juan, Puerto Rico
www.rcmibiennial.org

EXHIBITOR PROSPECTUS
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IMPORTANT DATES TO KEEP IN MIND

September 1 ................................................................. Registration Discount Deadline
October 5 ................................................................. Exhibit Application Due
October 5 ................................................................. Ad Artwork Due
October 5 ................................................................. Company Descriptor for Listing in Program Syllabus
October 5 ................................................................. Exhibitor Space Cancellation Deadline
October 19 ................................................ Assignment of Space and Final Confirmation to Exhibitors
November 2 .............................................................. Lodging Reservation Deadline
November 9 ..... All Non-Official/Intent to Use Non-Official Contractor Forms Due with Proof of Insurance
November 12 ............................................................. Shipments may begin to arrive at Warehouse
November 19 ................................................ Discount Deadline for Orders Received with Payment
December 5 ................................................ Last Day for Advance Shipments to Arrive at Warehouse without Surcharges
December 9 ............................................................. Exhibit Move-In / Labor Installation
December 9 ............................................................. Exhibitor Registration Begins
December 9 ............................................................. RCMI2012 Pre-Symposium Training Workshops Begin
December 10 ............................................................ RCMI2012 Symposium Begins
December 10 ............................................................ Exhibitor Installation
December 10 ............................................................ Exhibition Begins
December 13 ............................................................. Exhibitor Dismantle / Exhibit Move-Out
Venue
Exhibit Hall B
Puerto Rico Convention Center
100 Convention Boulevard
San Juan, Puerto Rico 00907

Lodging
Sheraton Puerto Rico Hotel
200 Convention Boulevard
San Juan, Puerto Rico 00907

Conference Registration
December 9, 2012 8:00 AM – 5:00 PM
December 10, 2012 7:00 AM – 7:00 PM
December 11, 2012 6:30 AM – 3:30 PM
December 12, 2012 6:30 AM – 3:30 PM
December 13, 2012 6:30 AM – 12:30 PM

Exhibit Installation
December 10, 2012 8:00 AM – 5:00 PM

Exhibit Hours
December 10, 2012 7:00 PM – 9:00 PM
December 11, 2012 10:30 AM – 7:00 PM
December 12, 2012 8:00 AM – 4:30 PM

Dismantling
December 13, 2012 7:00 AM – 12:00 PM

Exhibits/Ads Coordinator
The 1Joshua Group, LLC
1513 East Cleveland Avenue
Building 100-B, Suite 110
Atlanta, GA 30344-6947
Attn: Christopher T. Fitzpatrick
Voice: 404.559.6191 x 306
Fax: 404.559.6198
exhibitors@rcmibiennial.org

Disclaimer
The information provided in this manual has been prepared by the Conference Secretariat to assist Exhibitors in the presentation of their display. While every effort has been made to ensure that the details given are correct at the time of printing, the Conference Secretariat shall not be liable or responsible to any exhibitor or any other person in respect to any inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreements made by the exhibitor with any person, firm, or company who is described as the official contractor of services or whose services are recommended in this manual.
Why Exhibit?
By becoming an Exhibitor or Supporter, you will have the unique opportunity to meet, share, and dialogue with key opinion leaders and decision makers. With nearly 1,000 attendees, this conference includes attendees who are involved in clinical and basic science research and represent domestic and international universities, for-profit, and not-for-profit organizations focusing on chronic diseases such as diabetes, HIV and AIDS, hypertension, asthma, cancer, and heart disease. As an exhibitor or supporter, you will meet attendees and exchange information about products and services directly related to the conduct of bench, clinical and community-based research activities.

General Benefits to Exhibitors

- Complimentary listing published in final program (if received by 10/5/2012)
- Complimentary official souvenir and final program
- Special price hotel room rates at the Sheraton Puerto Rico Hotel (Symposium Headquarters)
- Complimentary Cyber Café available on exhibition floor
- Lounge Area in exhibit hall
- Onsite Exhibitor Help Desk
- Twenty-Four (24) Hour exhibit floor perimeter Security
- Eight (8) high backwall drape (in a pre-determined color)
- Three (3) high siderail drape (in a pre-determined color)
- One 7”x44” identification sign
- One 10’x10’ standard carpet and padding
- One 6’x30” draped table (in a pre-determined color)
- Two side chairs
- One wastebasket
- Meet and network with colleagues and RCMI program faculty, staff, and students
- Strengthen relationships between programs and institutions
- Keep up to date with colleagues’ research
- Showcase your range of experiences, insights, and collaborative opportunities
- Launch new partnerships and collaborative ideas and products
- Recruit faculty and students to institution and programs
- Complimentary Cyber Café available on exhibition floor
- Lounge Area in exhibit hall

Fees Per Booth - for discounted rates to apply, funds must be received by the respective deadline.

<table>
<thead>
<tr>
<th>Exhibitors (non-profit)</th>
<th>09/02/2012 – 10/05/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes Symposium Registration for one attendee, opening ceremony reception for one attendee, booth descriptor in program syllabus, 10’x10’ space for lease, one 6’ table, one waste basket, two chairs, and standard carpet</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibitors (for-profit)</th>
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<tr>
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<td>$1,800</td>
</tr>
</tbody>
</table>
I. Getting There: What We Need from You

All exhibitors must be registered for the 13th RCM International Symposium on Health Disparities (RCMI2012) to receive an Exhibitor Packet at the conference. This packet will include conference material and an exhibitor badge.

Exhibitor Application
Register your company and representative(s) in advance by visiting http://regonline.com/RCMI2012, and complete the exhibitor application form as part of your registration. All exhibitor fees include registration for one representative within each 10’ x 10’ booth.

Company names on badges will match the name under which the company applies. If additional exhibitor personnel are to be registered, this information must be received no later than October 5, 2012, in order to avoid on-site delays. Any personnel changes or substitutions after October 5, 2012 should be sent via fax to 404.559.6198. All badges will be held for pick-up at registration.

The exhibiting company must certify that the names submitted for registration are employees or official representatives of the exhibiting company. Your company will be held responsible for the action of anyone authorized to receive a badge under your company’s name.

Booth Descriptors
Get the most out of your exhibit by completing and submitting your descriptor in time to be published in the RCMI2012 Program Syllabus. Here’s why it’s important:
- Descriptors help to build traffic to your booth when attendees can read what your booth will offer.
- Descriptors can help determine your eligibility to exhibit and an appropriate space assignment; and
- Descriptors assist us in providing post-conference information to attendees and others.

Writing Your Descriptor
Your description will appear under the company name listed on the exhibit application. All booth description write-ups should be typed and in paragraph form. The description should be brief and factual information on the products, services, or practice opportunities you will exhibit and should not be a commercial for your products or services.

The descriptor should be no longer than 50 words (additional words will be omitted). Descriptors may be edited at the discretion of RCMI2012 without final approval by the exhibitor. Also, please indicate any registered trademarks or other proprietary indicia. When writing your description use ® or (R) for registered product names and ™ or (TM) for all trademarks. Be sure to type parentheses when indicating symbols. Use quotation marks for publication names.

Exhibitor Responsibilities
It is the responsibility of the exhibitor to provide this brief descriptor. RCMI2012 staff will not follow-up to ensure your completion of this task. If the description is not provided, ONLY the name of the exhibiting company or organization and the booth number will appear in RCMI2012 Program Syllabus. The 50-word description must be received by the RCMI2012 Conference Secretariat no later than October 5, 2012 in order to be listed in the RCMI2012 Program Syllabus.

Late Applications
In the event an exhibitor application is received after October 5, 2012, your company name will not be listed in RCMI2010 print material.

Guest Policy
There will be NO guest passes made available for your clients to visit your exhibit. Any individual wishing to visit exhibits must register accordingly (http://regonline.com/RCMI2012). Upon registration, the appropriate badges will be available for pick-up at the registration desk.

II. Pre-RCMI2012: Space Assignment

Initial Space Assignments
The organization name listed on the exhibit application will be the name that will appear in all RCMI2012 print material. Space assignments and confirmations will be made by October 19, 2012. After space assignments have been made, all additional space assignments will be made on a first-come first-served basis.

Booth Relocation
RCMI2012 will not relocate booths, unless an unforeseen circumstance prevails and relocation is totally unavoidable. In this rare occasion, the exhibitor will be notified and the reason for relocation will be explained. The affected exhibitor will be given the option to cancel in the event the reassigned space is not acceptable to the exhibitor.

Floor Plan Revisions
In the event of conflicts regarding space requests or conditions beyond its control, the RCMI2012 Planning Committee reserves the right to revise the floor plan.

III. Pre-RCMI2012: Exhibitor Eligibility Requirements

Eligibility to Exhibit
Exhibits at the 13th RCM International Symposium on Health Disparities are intended to offer exhibitors an opportunity for one-on-one communication with attendees. Guided by the provisions set forth herein, the RCMI2012 Planning Committee reserves sole authority to determine the eligibility of any company or product to exhibit.

Exhibits will not be accepted if the RCMI2012 Planning Committee deems them to include false or misleading statements.

Displays for tobacco products and alcoholic beverages will not be accepted.

No exhibit will be accepted if the RCMI2012 Planning Committee determines the exhibit is in poor taste, offensive to persons in attendance, promotes an activity that is unethical or illegal or in general, is not keeping with the character and purpose of the 13th RCM International Symposium on Health Disparities. In addition, the RCMI2012 Planning Committee may forbid installation or require removal of any exhibit or promotion, wholly or in part, which in the sole opinion of the Committee is objectionable.
IV. Onsite Rules

Onsite Check-In
When arriving at the venue, exhibitors should report directly to the registration area in the Sheraton Puerto Rico Hotel to receive registration packets and other information.

Registration Hours
December 9, 2012 8:00 AM – 5:00 PM
December 10, 2012 7:00 AM – 7:00 PM
December 11, 2012 6:30 AM – 3:30 PM
December 12, 2012 6:30 AM – 3:30 PM
December 13, 2012 6:30 AM – 12:30 PM

Exhibition Desk
The Exhibition Service Desk will be located in the Puerto Rico Convention Center to assist with Installation and Dismantling Services.

Service Desk Hours
December 10, 2012 7:30 AM – 5:00 PM
December 11, 2012 10:00 AM – 7:00 PM
December 12, 2012 7:30 AM – 8:30 PM
December 13, 2012 6:30 AM – 12:00 PM

Exhibit Hours
December 10, 2012 7:00 PM – 9:00 PM
December 11, 2012 10:30 AM – 7:00 PM
December 12, 2012 8:00 AM – 4:15 PM

Exhibit Installation
December 9, 2012 (IMS) 1:00 PM – 5:00 PM
December 10, 2012 (Exhibitors) 8:00 AM – 5:00 PM

All exhibit construction and/or vendor set-up in the exhibit hall must be completed by 5 PM on Monday, December 10, 2012. The RCMI2012 Exhibitor Coordinator reserves the right to assign labor to setup any display that is not in the process of being erected by 2 PM on Monday, December 10, 2012. The exhibitor will pay the charge for this labor. An Exhibiting Service Desk will be available during installation, show, and dismantle times.

All trash, crates, cartons, and containers must be labeled and ready for removal by 4:30 PM on Monday, December 10, 2012 (prior to the opening of the Exhibition).

Any exhibitor placing empty crates, cartons, or containers in the aisles after aisle carpet has been installed and/or after aisles have been cleaned, will be charged for removal and re-cleaning.

Exhibit Dismantle
December 13, 2012 7:00 AM – 12:00 PM
Exhibits must remain intact until 4:30 PM, December 12, 2012. To maintain show integrity, dismantling or packaging of materials/supplies can begin only at the designated times.

All exhibit personnel who are not responsible for coordinating the physical dismantling of the exhibit must vacate the exhibit hall during dismantling hours.

Installation and Dismantle Safety
Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. RCMI2012 or its vendors cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor via the labor order form included in this prospectus.

Children are not allowed on the exhibit floor during installation and dismantling.

ADA Requirements
Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act within their booth and assigned space to ensure access into their booth.

Booth Decoration
Booths are available in increments of 10’ x 10’ spaces, and are equipped with pipe and drape, 6’ x 30” draped table, 2 side chairs, 1 waste basket, standard carpet, and an identification sign. A complete list of equipment and service prices is available in the Exhibitor Services Manual.

Booth and Exhibitor Activities
Staffing
As a courtesy to RCMI2012 participants and your fellow exhibitors, exhibitors must open their exhibits 30 minutes prior to the scheduled Exhibition opening hour and staff the booth until the scheduled closing of Exhibit Halls each day.

As a condition for exhibiting, each exhibitor shall agree that they, their employees, and their agents observe all policies, rules, and regulations as described in this Exhibitor Prospectus and the Attached Service Kit.

After-Hours Admission to Exhibit Hall
Exhibitors wearing badges may access the exhibit hall one-half hour before opening or one-half hour after the close of the exhibition.

Exhibit Hall Environment

Sound and Audiovisuals
Films, video, and audio recordings may be used provided they are of educational and informative value. Screens and receivers must be placed inside the booth (not in the aisles) so that sound may not interfere with the sessions or other surrounding booths. RCMI2012 reserves the right to determine the need to discontinue sound. Music licensing for video and audio recordings is the sole responsibility of the exhibitor.

Noise/Odors
Exhibitors may not use audible electronic or electrical devices that might prove objectionable to attendees or other exhibitors because of noise, odor, or other annoyance. The Exhibits Coordinator reserves the right to determine at what point sound or odor interfere with others and must be discontinued.

Contests
Exhibitors are not permitted to conduct contests or drawings in their booths without permission of the RCMI2012 Planning Committee. However, upon approval, contests and prizes must be educational and of no personal benefit.

Giveaways
Exhibit giveaways should be inexpensive and relevant to the mission of the conference.

Printed Materials
Distribution of educational material (including audio and video recordings and books) by exhibiting companies or their agents is limited to the area occupied by the exhibiting company.

Security/Exhibitor Responsibility
RCMI2012 cannot guarantee against loss or damage of any kind. It is recommended that you do not place products or any other items of value on display in your booth(s) until your company’s representatives
are in attendance. If any items of value are missing, please contact security immediately. In addition, to
avoid theft, you are encouraged to label all boxes with wording such as "Exhibit Material" instead of using the
product or giveaway name or description. We suggest that products are not delivered to your booth until
someone is present. To facilitate this, check at the Exhibitor Service Desk for arrangements.

It is recommended that exhibitors take any valuable portable items out of their booth space during
off hours. If exhibitors desire additional security, procedures for arranging this may be made through the
RCMI2012 selected Security Company.

Prohibited in Exhibit Hall
Companies may not display or demonstrate products or services, solicit orders, or distribute advertising
materials at any location (within or outside the exhibit hall) other than in their assigned booth.

Alcoholic beverages are not permitted during installation and dismantle.

It is a policy of RCMI2012 that the use of tobacco products is strictly prohibited in all convention and
hotel meeting rooms and hallways hosting RCMI events. Thank you for NOT smoking.

Fire Precautions
Fire exits must be kept unobstructed at all times and notices of their locations kept clearly visible to all
attending the function. Where indicated, fire resistant doors must be kept closed. Fire exit doors must not be
kept locked or fastened so they can be immediately opened by persons on their way out of the function
premises. Escape corridors are to be kept clear from obstruction. Curtains, drapes, and other decorative
materials hung or fixed on exhibitor booths must be either noncombustible or inherently nonflammable.

Dangerous Exhibits and Substances
No flammable, explosive, or hazardous substance may be brought into the Convention Center.
Material alterations may not be made to the internal arrangements of the premises or of the venue's
furniture or equipment without prior written consent of the Licensing Authority. If such consent is required,
a written request shall be made to the Puerto Rico
Convention Center at least 30 days prior to the function so that approval can be sought.

Electric signs and equipment must be wired to meet
local fire code specifications.

Damage to Exhibition Building, Fixtures and Fittings
Painting is not allowed in the exhibition hall at any
time during the buildup or show times. Nails, screws or other fixtures may not be driven into any part of
the exhibition building, including floors and shell scheme, nor may any part of the exhibition building be
damaged or disfigured in any way. Should any damage occur, the responsible exhibitor shall be held liable for
reparation charges incurred.

V. Onsite Regulations

Noncontracted Exhibit Space
Persons, companies, or organizations that have
not contracted with RCMI2012 to occupy space in
an exhibit booth will not be permitted to display
or demonstrate products, processes or services,
solicit orders, or distribute advertising materials in
the convention center, parking lots, or in any hotel
contracted by RCMI2012. Noncompliance with this
regulation will result in the prompt removal of the
offending person and property from that area.

Use of Nonofficial Contractors
Coordination with nonofficial contractors is the
responsibility of the exhibiting company. RCMI2012
staff cannot work directly with nonofficial contractors
unless a formal request is made and the following
provisions are met:

A request is submitted to the RCMI2012 Exhibits
Coordinator in writing by November 9, 2012 and includes:
• Name, address, telephone number, and contact
  of the nonofficial contractor;
• Name(s) of on-site supervisor(s); and
• Insurance certificate in the amount of $1,000,000
  liability to include property damage from

The nonofficial contractor is considered an agent of
the exhibiting company and will be held and bound by
RCMI2012 rules and regulations.

Upon arrival at the Puerto Rico Convention Center, all
nonofficial contractors must check in at the Exhibit
Support Desk to receive work passes for exhibit hall
admittance. They will be required to verify names for
requested badges. The badges will be given to the first
registering supervisor from each company.

RCMI2012 installation and dismantle rules must be
followed. Work must be performed within the
Symposium’s established deadlines and conducted in a
professional manner.

The RCMI2012 Exhibit Coordinator reserves the right
to remove nonofficial contractors whose actions
jeopardize the timely opening of the exhibition
or whose employees fail to observe the rules and
regulations contained in this Exhibitors Service Kit. This
includes the no smoking policy.

The exhibiting company is responsible for the actions
of its appointed nonofficial contractor and is subject
to violations incurred by the nonofficial contractor.
Any objectionable practices by exhibitors or official
suppliers should be reported to RCMI2012 personnel
immediately.

Liability
Neither RCMI2012 sponsor, contractor, or vendor
representatives or employees, the Puerto Rico
Convention Center, nor the Sheraton Puerto Rico Hotel
and Casino, its representatives or employees, will be
responsible for any injury, loss, or damage that may
occur to the Exhibitor or the Exhibitor’s employees or
property from any cause whatsoever, prior, during,
or subsequent to the period covered by the exhibit
contract. Each exhibitor must make provision for the
safeguarding of his goods, materials, equipment, and
display at all times. General conference monitors will
be employed by RCMI2012 for the exhibition period.
However, the furnishing of such monitors shall not be
deemed to affect the non-liability of RCMI2012, the
Puerto Rico Convention Center, the Sheraton Puerto
Rico Hotel and Casino, or their officers, representatives,
and employees. The Exhibitor agrees, by Registering
as an Exhibitor to insure itself, at its own expense,
against property loss or damage, and against liability
for personal injury. In case that said premises shall be
destroyed by fire or the elements or by any cause, or
in the case of government intervention or regulation,
military activity, strikes, or any other circumstances
that make it impossible or inadvisable for RCMI2012
to hold the show at the time and place provided in the
application/contract for exhibit space, then
and thereupon the contract shall terminate and
the Exhibitor shall waive any claim for damages or
compensation, and there shall be no further liability on
the part of either party.

RCMI2012 Secretariat | 1513 East Cleveland Avenue, Building 100-B, Suite 110, Atlanta, GA 30344 | Tel: 404.559.6191 | Fax: 404.559.6198 | www.rcmibiennial.org | exhibitors@rcmibiennial.org

rev. 08/30/2012
VI. Exhibitor Advertisements

In addition to exhibit space, or as an alternative, advertisements provide an opportunity for your company to share upcoming educational events, career opportunities, and the like. Commercial product endorsements and promotional activities are prohibited.

All ads must be reviewed for appropriateness and will be accepted accordingly. For inquiries, contact exhibitors@rcmibiennial.org.

VII. Lodging

All hotel reservations should be made directly with the Sheraton Puerto Rico Hotel. To reserve lodging:

1) Telephone +1.866.932.7269 and refer to the group name 13th RCMI International Symposium on Health Disparities to receive discounted rate; or
2) Online registration at www.rcmibiennial.org (click on link for Venue).

Guest Room Rate
Guest room rates for RCMI2012 group at the Sheraton Puerto Rico Hotel are $140 for single and double occupancy, $170 triple, and $200 for quadruple occupancy. Room rates are quoted in US dollars and subject to applicable state and local taxes (currently 11%), a 14% Hotel Service Fee, and a mandatory $5.00 per person one-time bellman gratuity. Rates may be available 3 days prior and 3 days after the Event Dates subject to availability of guest rooms at the time of reservation.

Lodging Discount Deadline - November 5
After November 5, 2012 (5 PM Atlantic Time), it is at the hotel’s discretion whether to accept additional reservations, which will be subject to prevailing rates and availability.

Guest Deposits / Room Cancellations
A deposit equal to one (1) night room and tax will be charged at the time a guest makes a room reservation, and upon check-in, will be applied towards the guest’s bill. Deposits paid by guests are refundable if notice is received by the Hotel at least seven (7) days PRIOR to arrival and a cancellation number is obtained.

Early Departure Fees
An early departure fee of $75 will apply if an attendee checks-out prior to the confirmed checkout date.

IX. Ground Transportation

The Sheraton Puerto Rico Hotel is only a short drive from the San Juan Luis Muñoz Marin International Airport (SJU). Follow signs in either airport for ground transportation and taxi service. There are two types of taxis in the San Juan Airport district; Touristic cabs and regular cabs. In general, touristic cabs charge by the zone and number of bags. Regular cabs are metered.

Getting Around By Car
A wide range of rental car companies are available at the airport. Additionally, Avis Car Rental is located conveniently on property in the parking garage.

For more information on getting to the venue, visit the Symposium Travel and Lodging page via http://www.rcmibiennial.org/travelandlodging.html.

X. Parking

Valet parking service is available on a first come first served basis (spaces are limited). Attendees are responsible for any parking fees incurred as a result of this conference. Valet charges will be applied to your guest folio.

Contact the hotel directly at +1.787.993.3500 prior to the conference to make arrangements.

XI. Special Needs

If you have a disability and require special accommodations to fully participate, please contact the Sheraton Puerto Rico Hotel guest services at +1.787.993.3500 prior to the conference to make arrangements.
Exhibitor Services Manual

You can order most services online quickly and easily!
Visit inclusivemanagement.com and select 'ORDER ONLINE' to begin.
Welcome to RCMI 2012 Conference

Dear Exhibitor:
Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor for the upcoming RCMI 2012, International Symposium on Health Disparities.

The following pages contain all of the forms necessary to aid and insure a successful event. If you don’t see what you need, or if you have questions, call us. We’re here to help!

**Please note:** Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors’ fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don’t hesitate to contact your customer service representative at (817) 337-3050, should you have any questions.

Sincerely,

_Inclusive Management Services, Inc._
Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to insure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

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- Fast Facts
- Payment Policy Authorization Form
- Payment Policy Terms and Conditions
- Limits of Liability
- Intent To Use Non Official Contractors
- Non Official Contractor’s Rules & Regulations
- Third Party Payment Statement of Terms
- Pre Show Order Information
- Standard Furniture Order Form
- Standard Furniture Brochure
- Display Components Order Form
- Display Component Brochure
- Carpet Order Form
- Carpet Samples
- Rental Unit Order Form
- Custom Rental Display Brochure
- Custom Furniture Order Forms
- Custom Furniture Brochure
- Shipping Helpful Hints
- Inbound Freight Procedures
- Freight Routing Form
- Freight Questionnaire
- Material Handling Rates
- Special Handling Definitions
- Material Handling ReCap
- Warehouse Shipments
- Shipping Labels Warehouse
- Direct Shipments to the Convention Facility
- Shipping Labels Convention Facility
- ABF Show Carrier
- Installation & Dismantling Order Form
- Limits of Liability Responsibility for Labor
- Supervised Labor
- Forklift Order Form
- Hanging Sign
- Hanging Sign Shipping Labels
- Cleaning Order Form
- Floral Order Form
- Custom Signs & Banners Order Form
- Preferred Formats for Incoming Graphics
- Electrical
- Audio/Visual Order Form
- Internet Order Form
- Internet Payment Form
Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event. The following is important information and dates to keep at hand:

**Official General Contractor**  
Inclusive Management Services, Inc.  
717 West Park Drive, Keller, TX 76248  
Phone 817-337-3050 • Fax 888-301-1273  
service@inclusivemanagement.com

**General Show Information**  
Aisle Carpet: Blue  
Show Colors White  
Ceiling Height: 30’  
Booth Size: 10’ x 10’

**Each 10’x10’ Booth Includes:**  
• White Drape Backwall w/ 3’(h) dividers  
• Blue Carpet w/~ Padding  
• 6’ x 30” White Skirted Table  
• (2) Side Chairs  
• Wastebasket  
• 7” x 44” Booth ID Sign  
*Changes to booth package such as colors and quantities are available at an additional charge. Please refer to order forms for options and prices.

**IMPORTANT DATES**

<table>
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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Nov. 12, 2012</td>
<td>Shipments may begin to arrive at warehouse</td>
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<td>Nov. 19, 2012</td>
<td>Discount Deadline for orders received with payment</td>
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<td>Dec. 5, 2012</td>
<td>Last day for Advance Shipments to arrive at the warehouse without surcharges</td>
</tr>
<tr>
<td>Dec. 9, 2012</td>
<td>Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM</td>
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**EVENT SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>Monday, December 10</strong></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Move In</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Service Desk</td>
<td>7:30 AM - 5:00 PM</td>
</tr>
<tr>
<td>Welcome Reception/Exhibits/Poster Session I</td>
<td>7:00 PM - 9:00 PM</td>
</tr>
<tr>
<td>Cyber Cafe</td>
<td>8:00 AM - 9:00 PM</td>
</tr>
<tr>
<td><strong>Tuesday, December 11</strong></td>
<td></td>
</tr>
<tr>
<td>Exhibit Hours</td>
<td>10:30 AM - 7:00 PM</td>
</tr>
<tr>
<td>Service Desk</td>
<td>10:00 AM - 7:00 PM</td>
</tr>
<tr>
<td>Poster Session II</td>
<td>5:00 PM - 7:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, December 12</strong></td>
<td></td>
</tr>
<tr>
<td>Exhibit Hours</td>
<td>8:00 AM - 4:15 PM</td>
</tr>
<tr>
<td>Service Desk</td>
<td>7:30 AM - 4:30 PM</td>
</tr>
<tr>
<td>Poster Session III</td>
<td>2:45 PM - 4:15 PM</td>
</tr>
<tr>
<td><strong>Thursday, December 13</strong></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Move Out</td>
<td>7:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Service Desk</td>
<td>6:30 AM - 12:00 PM</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**  
All booth materials must be packed and ready for shipment by 12:00 PM on Thursday, December 13, 2012.  

declension is responsible for contacting their carrier.  

All carriers must check in by 12:00 PM on Thursday, December 13, 2012.  

IMS reserves the right to force and/or re-route any freight not removed from the floor by 12:00 PM on Thursday, December 13, 2012.

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**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

### Credit Card Authorization

- [ ] MasterCard  
- [ ] VISA  
- [ ] American Express

- [ ] Corporate  
- [ ] Personal

---

### Card Holders Name - Please Print

---

### Card Holders Signature (Required for Processing)

---

### Calculation of Orders (estimate)

- Material Handling: $TBD AT SHOWSITE
- Installation & Dismantle Labor: $TBD AT SHOWSITE
- Furnishings/Specialty Furniture & Accessories Total all pages: $__________
- Carpet: $__________
- IMS Rental Exhibits/or Custom: $__________
- Booth Cleaning: $__________
- Floral: $__________
- Custom Signs & Banners: $__________
- Electrical: $__________
- Audio/Video: $__________
- Subtotal: $__________
- Tax 7%: $__________
- TOTAL: $__________

---

**EXHIBITING FIRM:**

---

**RETURN ORDERS TO ADDRESS OR FAX NUMBER BELOW:**

IMS, Inc.  
717 West Park Drive, Keller TX 76248

Phone: 817-337-3050  
Fax: 888-301-1273

* Your order will not be processed without a credit card on file.

For your convenience we will use this authorization to charge the above credit card for your advance order(s) and show site orders including but not limited to material handling and labor. If you should incur any charges due to but not limited to damage to the hall we will use this card to cover the charges. Please complete this form and send in with your order.
PAYMENT POLICY TERMS & CONDITIONS

PLEASE READ CAREFULLY:
Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Chargebacks—there will be a $25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards—If a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of $25 for each time it is run and not approved.

Insufficient Funds—there will be a $35.00 fee on all returned checks

Wire Transfer—Please contact our office for wire transfer information 817-337-3050 ext. 5.

*Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with IMS. You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Initials of authorized signature from Payment Policy Authorization Form ______________

IMPORTANT: any unauthorized representatives wishing to place an order at show site must provide a personal credit card

Will your representative be authorized to order additional equipment and comply with above payment policy?

Yes_______No_________

If yes state the name of the representative ______________________________

Company Name__________________________

Booth # ______________________________

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1. IMS and its contractors shall not be liable for damage, loss, or delay to uncrated freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors and the arrival of the Exhibitor’s representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor’s freight after the same has been delivered to Exhibitor’s booth, nor are IMS and its contractors liable for Exhibitor’s freight before it is picked up from the Exhibitor’s booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor’s property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor’s equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $0.30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor’s materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor’s materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor’s agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor’s agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and IMS and its contractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor’s shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close to event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.

I have read and agree to this Limits of Liability:

__________________________________________
Signature of authorized personnel

__________________________  ______________
Title                                      Date

Back to Table of Contents
A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later that the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.

2. The Non-Official Contractor must provide IMS with a copy of valid “Certificate of Insurance.” This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.

3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractor must obtain an “Exhibit Crew” badge at the Show Office.

Notification Deadline Date: NOVEMBER 9, 2012

EXHIBITING FIRM: _________________________________________BOOTH #________________

AUTHORIZED NAME AND TITLE: ______________________________________________________

AUTHORIZED SIGNATURE: __________________________________________________________

FULL NAME OF NON-OFFICIAL CONTRACTOR: __________________________________________

COMPLETE ADDRESS: __________________________________________________________________

CITY: _______________________________ STATE ___________ ZIP CODE________________

AUTHORIZED NAME AND TITLE: ______________________________________________________

AUTHORIZED SIGNATURE: __________________________________________________________

PHONE NUMBER: ___________________________ FAX NUMBER: ____________________________

NON-OFFICIAL CONTRACTOR “SHOW-SITE” REPRESENTATIVE (If not the same as above):________________________

DIRECT PHONE NUMBER: __________________________________________________________

TYPE OF SERVICE TO BE PERFORMED: ______________________________________________

Please fax form to 888.301.1273 by the deadline stated on this form

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Notification Deadline Date: NOVEMBER 9, 2012

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an “Exhibitor Crew” badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.

2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.

3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than NOVEMBER 9, 2012.

• INTENT TO USE NON-OFFICIAL CONTRACTORS” form, which is located on the following page of this manual.

• Liability “Certificate of Insurance” form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at lease $1 million in Employer’s Liability, General Liability, Automobile Liability and Worker’s Compensation as required in the state the exposition is located.) When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.

IF BOTH THE “INTENT TO USE NON-OFFICIAL CONTRACTORS’ FORM AND “CERTIFICATE OF INSURANCE” ARE NOT SUPPLIED TO IMS BY NOVEMBER 9, 2012, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.
Notification Deadline Date: NOVEMBER 9, 2012

IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

<table>
<thead>
<tr>
<th>EXHIBITING FIRM:</th>
<th>BOOTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZED NAME &amp; TITLE:</td>
<td>AUTHORIZED SIGNATURE:</td>
</tr>
<tr>
<td>DISPLAY HOUSE NAME/THIRD PARTY PAYER:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CITY</td>
</tr>
<tr>
<td>AUTHORIZED NAME &amp; TITLE:</td>
<td>AUTHORIZED SIGNATURE:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>FAX NUMBER</td>
</tr>
<tr>
<td>ITEMS TO BE BILLED TO THIRD PARTY:</td>
<td>Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.</td>
</tr>
</tbody>
</table>

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EXPIRATION DATE</th>
<th>SECURITY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Holders Name - Please Print</td>
<td>Card Holders Signature (Required for Processing)</td>
<td></td>
</tr>
<tr>
<td>Billing Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Fax Number</td>
<td>Booth Number</td>
</tr>
<tr>
<td>EMail Address</td>
<td>EMail Address to send Invoice</td>
<td></td>
</tr>
</tbody>
</table>

All information must be provided for order to be processed.

- [ ] MasterCard
- [ ] VISA
- [ ] American Express
- [ ] Corporate
- [ ] Personal

Fax form to 888-301-1273 along with completed payment policy
Notification Deadline Date: NOVEMBER 9, 2012

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Chargebacks—there will be a $25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire.

Declined Credit Cards—If a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of $25 for each time it is run and not approved.

Insufficient Funds—there will be a $35.00 fee on all returned checks.

Wire Transfer—Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, we require your credit card charge authorization to be on file with IMS.

Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided_______________________________________ Date____________

Exhibiting Firm: Booth #____________
Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc. Orders with payment received after the Deadline Date will be charged showsite prices.

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order.

B. Review and fill out the PAYMENT POLICY carefully. ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.

C. Complete the COST CALCULATION WORKSHEET.

D. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:
Inclusive Management Services, Inc.
717 West Park
Keller, Texas 76248
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS
(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE
If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS
Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.
## Discount Deadline Date • November 19, 2012

### Furniture Items

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Side Chair</td>
<td>$57.75</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arm Chair</td>
<td>$65.75</td>
<td>$85.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretary Chair</td>
<td>$112.25</td>
<td>$145.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Counter Stool</td>
<td>$119.50</td>
<td>$155.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Directors Chair (30&quot;)</td>
<td>$70.25</td>
<td>$91.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Directors Chair (40&quot;)</td>
<td>$74.95</td>
<td>$97.25</td>
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</tr>
<tr>
<td></td>
<td>Pedestal Table 30&quot; H x 36&quot; W Black or White</td>
<td>$120.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pedestal Table 40&quot; H x 36&quot; W Black or White</td>
<td>$155.00</td>
<td>$198.00</td>
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<tr>
<td></td>
<td>Bistro Table 30&quot;H x 30&quot;W Black or White</td>
<td>$115.50</td>
<td>$150.25</td>
<td></td>
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<tr>
<td></td>
<td>Bistro Table 40&quot;H x30&quot;W Black or White</td>
<td>$126.25</td>
<td>$164.25</td>
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<tr>
<td></td>
<td>Coffee Table 18&quot; H</td>
<td>$89.25</td>
<td>$116.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sign Holder</td>
<td>$78.75</td>
<td>$102.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature Stand</td>
<td>$99.75</td>
<td>$129.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand</td>
<td>$73.50</td>
<td>$95.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel</td>
<td>$50.25</td>
<td>$63.25</td>
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<tr>
<td></td>
<td>Wastebasket</td>
<td>$19.00</td>
<td>$24.75</td>
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</table>

### Draped Tables (30” High)

Check color choice: [ ] Gold [ ] Green [ ] Teal [ ] Red

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<th>DESCRIPTION</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Long 30” High</td>
<td>$97.95</td>
<td>$127.25</td>
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</tr>
<tr>
<td></td>
<td>6’ Long 30” High</td>
<td>$120.25</td>
<td>$156.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 30” High</td>
<td>$145.75</td>
<td>$189.50</td>
<td></td>
</tr>
</tbody>
</table>

Check color choice: [ ] Gold [ ] Green [ ] Teal [ ] Red

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Long 42” High</td>
<td>$117.00</td>
<td>$152.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 42” High</td>
<td>$145.75</td>
<td>$189.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 42” High</td>
<td>$167.75</td>
<td>$218.00</td>
<td></td>
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### Draped Tables (42” High)

Check color choice: [ ] Gold [ ] Green [ ] Teal [ ] Red

<table>
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<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Long 30” High</td>
<td>$82.50</td>
<td>$107.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ Long 42” High</td>
<td>$99.00</td>
<td>$128.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 30” High</td>
<td>$93.50</td>
<td>$121.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 42” High</td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 30” High</td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 42” High</td>
<td>$126.50</td>
<td>$164.50</td>
<td></td>
</tr>
</tbody>
</table>

### Undraped Tables

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Long 30” High</td>
<td>$82.50</td>
<td>$107.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ Long 42” High</td>
<td>$99.00</td>
<td>$128.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 30” High</td>
<td>$93.50</td>
<td>$121.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 42” High</td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 30” High</td>
<td>$110.00</td>
<td>$143.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 42” High</td>
<td>$126.50</td>
<td>$164.50</td>
<td></td>
</tr>
</tbody>
</table>

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

### Additional Drapery

Check color choice: [ ] Gold [ ] Green [ ] Teal [ ] Red

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4th Side Draped</td>
<td>$53.75</td>
<td>$69.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3’ Linear</td>
<td>$12.95</td>
<td>$16.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Linear</td>
<td>$19.25</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $___________________

Exhibitor Name: ____________________________
Booth #: ____________

Fax form to 888-301-1273 along with completed payment policy
SEATING

Side & Arm Chairs
May be square or round back dependent on availability

Secretary Chair

Counter Stool
Cocktail Table - 18” Square

Call for Availability

Coffee Table

Pedestal & Bistro Tables
ACCESSORIES

Bag Stand
Easel
Wastebasket
Sign Holder
Literature Stand
Fish Bowl
Garment Rack

Call for Availability
Please refer to the order page for a complete list of table sizes.

Subject to availability - sizes vary
Contact your CSR with inquiries.
**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

### RECEPTION COUNTERS

**Check color/fabric choice**

<table>
<thead>
<tr>
<th>Standard</th>
<th>White</th>
<th>Black</th>
<th>Gray</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Color</td>
<td>Blue</td>
<td>Green</td>
<td>Red</td>
</tr>
<tr>
<td>Special Fabric</td>
<td>Gray Fabric</td>
<td>Black Fabric</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Round Counter Standard Color</td>
<td>$450.00</td>
<td>$585.00</td>
<td></td>
</tr>
<tr>
<td>Half Round Counter-Special Color</td>
<td>$550.00</td>
<td>$715.00</td>
<td></td>
</tr>
<tr>
<td>Half Round Counter-Special Fabric</td>
<td>$550.00</td>
<td>$715.00</td>
<td></td>
</tr>
</tbody>
</table>

### COUNTER STORAGE UNITS (CREDENZA’S)

**Check color/fabric choice**

<table>
<thead>
<tr>
<th>Standard</th>
<th>White</th>
<th>Black</th>
<th>Gray</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Color</td>
<td>Blue</td>
<td>Green</td>
<td>Red</td>
</tr>
<tr>
<td>Special Fabric</td>
<td>Gray Fabric</td>
<td>Black Fabric</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Unit Standard Color</td>
<td>$290.00</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td>Storage Unit Special Color</td>
<td>$390.00</td>
<td>$475.00</td>
<td></td>
</tr>
<tr>
<td>Storage Unit Special Fabric</td>
<td>$365.00</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td>2M Storage Unit Standard Color</td>
<td>$425.00</td>
<td>$515.00</td>
<td></td>
</tr>
<tr>
<td>2M Storage Unit Special Color</td>
<td>$525.00</td>
<td>$615.00</td>
<td></td>
</tr>
<tr>
<td>2M Storage Unit/ Special Fabric</td>
<td>$500.00</td>
<td>$590.00</td>
<td></td>
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</table>

### 4 FT SHOWCASES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half View</td>
<td>$295.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Full View</td>
<td>$295.00</td>
<td>$350.00</td>
<td></td>
</tr>
</tbody>
</table>

### 6 FT SHOWCASES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half View</td>
<td>$325.00</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>Full View</td>
<td>$325.00</td>
<td>$395.00</td>
<td></td>
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</tbody>
</table>

### SYSTEM DISPLAY PEDESTALS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 in H x 1/2 Meter Square</td>
<td>$250.00</td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td>42 in H x 1/2 Meter Square</td>
<td>$300.00</td>
<td>$390.00</td>
<td></td>
</tr>
</tbody>
</table>

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

**TOTAL** $__________

EXHIBITOR NAME: ________________________________

BOOTH #: ________________

Fax form to 888-301-1273 along with completed payment policy

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**SHOWCASES & STORAGE UNITS**

Full View Showcase  
4ft x 1/2M x 42”T

- Showcases available in 4 and 6 ft. lengths.

Storage Unit - Credenza  
40”W x 21.5”D x 39”T

- Storage Units available in Sentra and Gray Braelock.

Half Round Reception Counter  
60”W x 17”D x 34.25”T

Half View Showcase  
2M x 1/2M x 42”T

**Standard Colors**  
- White
- Black
- Gray

**Special Colors**  
- Blue
- Green
- Red

**Special Fabrics**  
- Gray Fabric
- Black Fabric

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# FLOOR COVERINGS ORDER FORM

Fax form to 888-301-1273 along with completed payment policy

**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

### CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 ft. x 10 ft.</td>
<td>$123.25</td>
<td>$141.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 ft. x 20 ft.</td>
<td>$216.75</td>
<td>$249.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 ft. x 30 ft.</td>
<td>$321.95</td>
<td>$370.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 ft. x 40 ft.</td>
<td>$360.40</td>
<td>$414.45</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>per sq. ft. x _____</td>
<td>$3.00 sq.ft.</td>
<td>$3.75 sq.ft.</td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeftron Nylon. **Other colors may be available; please call 817.337.3050 for additional colors and prices.**

<table>
<thead>
<tr>
<th>Color Choices</th>
<th>Tuxedo</th>
<th>Misty Gray</th>
<th>Bay Water</th>
<th>Cherry Red</th>
<th>Burgundy</th>
<th>Silver Mist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Baby Blue</td>
<td>Ebony</td>
<td>Navy</td>
<td>Sky Blue</td>
<td>Dusty Rose</td>
<td>Light Teal</td>
</tr>
</tbody>
</table>

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

**CUSTOM CARPET COLOR** (Check color above and put square footage here)

<table>
<thead>
<tr>
<th>BOOTH SIZE: X = _______ SQ. FT.</th>
<th>$_______ per SQ.FT.</th>
<th>$_______ after discount deadline</th>
</tr>
</thead>
</table>

**CUSTOM CARPET RENTAL PRICE** order includes installation, poly covering and removal.

<table>
<thead>
<tr>
<th>BOOTH SIZE: X = _______ SQ. FT.</th>
<th>$_______ per SQ.FT.</th>
<th>$_______ after discount deadline</th>
</tr>
</thead>
</table>

**CARPET PADDING** order includes installation and disposing of padding.

<table>
<thead>
<tr>
<th>BOOTH SIZE: X = _______ SQ. FT.</th>
<th>$_______ per SQ.FT.</th>
<th>$_______ after discount deadline</th>
</tr>
</thead>
</table>

**CARPET VISQUEEN ORDER** includes installation of Visqueen

<table>
<thead>
<tr>
<th>BOOTH SIZE: X = _______ SQ. FT.</th>
<th>$_______ per SQ.FT.</th>
<th>$_______ after discount deadline</th>
</tr>
</thead>
</table>

**Dont forget to order foam padding for added comfort and that enticing, luxurious feel.**

<table>
<thead>
<tr>
<th>EXHIBITOR NAME:</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH #:</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

**TOTAL** $____________________

**Please Note:** On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

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CUSTOM RENTAL UNIT ORDER FORM

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

<table>
<thead>
<tr>
<th>MODEL NUMBER</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model #1</td>
<td>$2,090.00</td>
<td>$2,725.00</td>
</tr>
<tr>
<td>Model #2</td>
<td>$2,420.00</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>Model #3</td>
<td>$3,080.00</td>
<td>$4,025.00</td>
</tr>
<tr>
<td>Model #4</td>
<td>$4,290.00</td>
<td>$5,575.00</td>
</tr>
<tr>
<td>Model #5</td>
<td>$4,950.00</td>
<td>$6,435.00</td>
</tr>
<tr>
<td>Model #6</td>
<td>$5,060.00</td>
<td>$6,595.00</td>
</tr>
<tr>
<td>Model #7</td>
<td>$4,840.00</td>
<td>$6,295.00</td>
</tr>
</tbody>
</table>

Package Includes:
- Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10’ unit

Package Does Not Include:
Exhibitor is responsible for ordering electrical outlet. This is not included in the package. Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

Model Number: ________

Font Style: [ ] Futura [ ] Humanist [ ] Poster Bodoni [ ] Times New Roman [ ] Other

Font Color: [ ] Black [ ] Blue [ ] Red [ ] Green [ ] Burgundy [ ] Teal

Carpet Color: [ ] Black [ ] Blue [ ] Red [ ] Grey [ ] Hunter Green

Hardwall Panel Color: [ ] White [ ] Blue [ ] Green [ ] Gray [ ] Red

Fabric Walls check here: [ ] Gray [ ] Black

Hardwall Panel Color/Fabric Choices (back panels only)
Panel 1 _________ Panel 2 _________ Panel 3 _________ Panel 4 _________ Panel 5 _________ Panel 6 _________

Identification Sign to Read: _________________________________________________________

Indicate Date & Time of Arrival: _____________________________________________________

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL COST PER PANEL

Terms and Conditions: Must be signed for order to process

*Payment may be made by check up to two weeks prior to the show opening.
*All orders received after the Deadline Date will be processed at the After Deadline Price.
*Exhibitor is responsible for all items for the duration of the show.
*Charges are for rental of equipment only. All items remain the property of IMS.
*No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
*IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____________________________________________ Date _____________________________

EXHIBITOR NAME: ________________________________________ BOOTH #: ____________

Fax form to 888-301-1273 along with completed payment policy

TOTAL $________________________

For a specially designed unit please contact our Customer Service Department at:

817-337-3050

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CUSTOM RENTAL UNITS

**Model 1**

**Model 2**

**Hardwall panels also available in color and fabric choices below**

- Blue
- Green
- Gray
- Red
- Black Fabric

**Rental Units Include:**

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.
CUSTOM RENTAL UNITS

Rental Units Include:
- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below

- Blue
- Green
- Gray
- Red
- Gray Fabric
- Black Fabric
CUSTOM RENTAL UNITS

Rental Units Include:
- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below:

Blue  Green  Red  Black Fabric

Gray  Gray Fabric

Panel Size Key:
A = 34.75" x 42" W
B = 12" x 60" W
C = 34.75" x 37.625" W
D = 12" x 60" W
E = 34.75" x 37.625" W
F = 34.75" x 42" W
CUSTOM RENTAL UNITS

Model 7

Rental Units Include:
- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Current Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Panel Size Key:
- A = 34.75" T x 60" W
- B = 34.75" T x 18.125" W
- C = 34.75" T x 26.25" W
- D = 34.75" T x 60" W
- E = 44.625" T x 60" W
- F = 44.625" T x 37.625" W
- G = 12" T x 60" W

Hardwall panels also available in color and fabric choices below

- Blue
- Green
- Gray
- Red
- Gray Fabric
- Black Fabric
### LOUNGE, ARM & ACCENT CHAIRS

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Color Options</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBC01</td>
<td>Barcelona Chair</td>
<td>Black</td>
<td>$178.55</td>
<td>$232.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBC02</td>
<td>Barcelona Chair</td>
<td>White</td>
<td>$178.55</td>
<td>$232.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGMA01</td>
<td>Grand Modele Armchair</td>
<td>Black</td>
<td>$125.00</td>
<td>$162.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGMA02</td>
<td>Grand Modele Armchair</td>
<td>White</td>
<td>$125.00</td>
<td>$162.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SDAC</td>
<td>Demask Accent Chair</td>
<td>n/a</td>
<td>$111.00</td>
<td>$144.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAAC01</td>
<td>Antique Arm Chair</td>
<td>Black</td>
<td>$252.75</td>
<td>$328.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAAC02</td>
<td>Antique Arm Chair</td>
<td>White</td>
<td>$252.75</td>
<td>$328.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBCC01</td>
<td>Bicast Chair</td>
<td>Black</td>
<td>$179.25</td>
<td>$233.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBCC02</td>
<td>Bicast Chair</td>
<td>White</td>
<td>$179.25</td>
<td>$233.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMCC01</td>
<td>Modern Club Chair</td>
<td>White</td>
<td>$130.25</td>
<td>$169.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMCC02</td>
<td>Modern Club Chair</td>
<td>Orange</td>
<td>$130.25</td>
<td>$169.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMCC03</td>
<td>Modern Club Chair</td>
<td>Navy</td>
<td>$130.25</td>
<td>$169.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBSC</td>
<td>Bucketeer Swivel Chair</td>
<td>White</td>
<td>$154.75</td>
<td>$201.18</td>
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<td></td>
</tr>
<tr>
<td>SPA01</td>
<td>Petalo Armchair</td>
<td>Orange</td>
<td>$83.00</td>
<td>$107.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPA02</td>
<td>Petalo Armchair</td>
<td>Red</td>
<td>$83.00</td>
<td>$107.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLSA</td>
<td>Lippa Swivel Armchair</td>
<td>Black</td>
<td>$97.00</td>
<td>$126.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCSC01</td>
<td>Contemporary S-Chair</td>
<td>Black</td>
<td>$42.50</td>
<td>$55.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCSC02</td>
<td>Contemporary S-Chair</td>
<td>White</td>
<td>$42.50</td>
<td>$55.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCWS</td>
<td>Classic Wood Sidechair</td>
<td>Wood Tone</td>
<td>$40.00</td>
<td>$52.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRS01</td>
<td>Retro Sidechair</td>
<td>White</td>
<td>$35.00</td>
<td>$45.50</td>
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Fax form to **888-301-1273** along with completed payment policy

Back to Table of Contents
### Discount Deadline Date • November 19, 2012

#### Counter & Barstools

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#### Casual Bench Style Seating

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Fax form to 888-301-1273 along with completed payment policy.
## VERSATILE SOFA SELECTIONS

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## LOVESEATS & SOFA VARIANTS

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EXHIBITOR NAME: ___________________________________  BOOTH #: ____________

Fax form to 888-301-1273 along with completed payment policy
# BISTRO & COCKTAIL TABLES

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# COFFEE TABLES & END TABLES

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EXHIBITOR NAME: _____________________________________         BOOTH #: __________

Fax form to 888-301-1273 along with completed payment policy
### BARS, COUNTERS & CONFERENCE TABLES

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<td>$481.00</td>
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**Fax form to 888-301-1273 along with completed payment policy**
You can liven up any event or display with our premium selection of seating options...

**Barcelona Chair**
- Colors: Black / White
- Dims*: 30"L 31"D 35"H

**Bicast Chair**
- Colors: Black / White
- Dims*: 26"L 26"D 35"H

**Bucketeer Swivel Chair**
- Colors: White
- Dims*: 30"L 31"D 35"H

**Demask Accent Chair**
- Colors: demask pattern
- Dims*: 30"L 27.5"D 26"H

**Antique Arm Chair**
- Colors: Black / White
- Dims*: 30"L 30"D 38"H

**Grand Modele Armchair**
- Colors: Black / White
- Dims*: 30"L 27.5"D 26"H

**Bicast Chair**
- Colors: Black / White
- Dims*: 26"L 26"D 35"H

**Contemporary S-Chair**
- Colors: Black / White
- Dims*: 20"L 22"D 33"H

**Petalo Armchair**
- Colors: Red / Orange
- Dims*: 30"L 31"D 35"H

**Lippo Swivel Armchair**
- Colors: Black
- Dims*: 30"L 31"D 35"H

**Lippa Swivel Armchair**
- Colors: Black
- Dims*: 30"L 31"D 35"H

**Retro Sidechair**
- Colors: White / Green / Orange
- Dims*: 22"L 22"D 31"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.
### Counter & Bar Stools

**You might as well have a seat... It is going to take you awhile to review all of your options...**

<table>
<thead>
<tr>
<th>Model</th>
<th>Colors</th>
<th>Seat Height</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterfall</td>
<td>Red-Orange</td>
<td>19-29&quot;</td>
<td>23-33&quot;H x 16&quot;W</td>
</tr>
<tr>
<td>Metropolitan</td>
<td>White / Red</td>
<td>19-29&quot;</td>
<td>23-33&quot;H x 16&quot;W</td>
</tr>
<tr>
<td>Bombo</td>
<td>White</td>
<td>19-29&quot;</td>
<td>26-36&quot;H x 16&quot;W</td>
</tr>
<tr>
<td>Barbershop</td>
<td>Chocolate</td>
<td>19-29&quot;</td>
<td>23-33&quot;H x 18&quot;W</td>
</tr>
<tr>
<td>Salon -n- Spa</td>
<td>Clear</td>
<td>19-29&quot;</td>
<td>23-33&quot;H x 18&quot;W</td>
</tr>
<tr>
<td>Wireframe</td>
<td>White w/ Chrome</td>
<td>30&quot;</td>
<td>32&quot;H x 21&quot;W</td>
</tr>
<tr>
<td>Spindle</td>
<td>White</td>
<td>24&quot;</td>
<td>24&quot;H x 18&quot; Dia</td>
</tr>
<tr>
<td>Swivel Back</td>
<td>White</td>
<td>19-29&quot;</td>
<td>23-33&quot;H x 18&quot;W</td>
</tr>
</tbody>
</table>

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

**RCMI 2012**

December 10 - 13, 2012
Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
100 Convention Blvd.
San Juan PR 00907

**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

**RCMI 2012**

December 10 - 13, 2012
Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
100 Convention Blvd.
San Juan PR 00907

**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**
Relax and unwind... You can rest easy by selecting any of our premium seating arrangements...

- **Illuminated Bench**
  - Colors: White Acrylic
  - Dims*: 96"L 32"D 22"H

- **Curved Bench**
  - Colors: White
  - Dims*: 84"L 33"D 22"H

- **Square Bench**
  - Colors: White
  - Dims*: 48"L 48"D 20"H

- **Sectional Bench**
  - Colors: Red
  - Dims*: 84"L 24"D 22"H

- **Accent Bench**
  - Colors: White
  - Dims*: 42"L 22"D 22"H

- **Half-Round Set**
  - Colors: Black
  - Dims*: 30"L 60"D 20"H

- **Full Moon Seat**
  - Colors: White
  - Dims*: 60"L 60"D 20"H

- **Half Moon Set**
  - Colors: White / Black / Red
  - Dims*: 72"L 72"D 36"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections
Designed to seat more than one person, but always done with style and elegance...

**Quarter Round Sofa**
- Colors: Black / White
- Dims*: 84"L 33"D 34"H

**Z-Button Sofa**
- Colors: Black
- Dims*: 78"L 30"D 28"H

**Rococo Sofa**
- Colors: White
- Dims*: 56"L 29"D 35"H

**Grand Modele Sofa**
- Colors: Black / White / Gray
- Dims*: 66"L 29"D 24.5"H

**Illuminated Sofa**
- Colors: White Acrylic
- Dims*: 56"L 28"D 32"H

**Rounded Button Sofa**
- Colors: White
- Dims*: 78"L 30"D 28"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

**Premium Choice Furnishing Selections**
Versatile Sofa Selections (cont.)

**Circles Sofa**
- Colors: Red-White Pattern
- Dims*: 61"L 33"D 33"H

**Grand Modele Sofa**
- Colors: Black / White / Gray
- Dims*: 66"L 29"D 24.5"H

**Velvet Button Sofa**
- Colors: Red
- Dims*: 78"L 30"D 28"H

**A-Button Sofa**
- Colors: Red / White
- Dims*: 30"L 30"D 38"H

**Red Button Sofa**
- Colors: Red
- Dims*: 78"L 30"D 28"H

**Classic White Sofa**
- Colors: White
- Dims*: 72"L 30"D 34"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.*

**Discount Deadline Date • November 19, 2012**

**Sit down and stay awhile... Entice your visitors to sit back and relax in style...**

**Premium Choice Furnishing Selections**

---

**RCMI 2012**  
December 10 - 13, 2012  
Sheraton Puerto Rico Hotel  
Puerto Rico Convention Center  
100 Convention Blvd.  
San Juan  PR 00907
We’re not done yet... We still have plenty more more for you to experience...

**Forte Red & Black**
Colors: Red-Black Pattern
Dims*: 48”L 30”D 34.5”H

**Illuminated Ottoman**
Colors: White Acrylic
Dims*: 18”L 18”D 18”H

**Round Ottoman**
Colors: Black / White / Red
Dims*: 18”L 18”D 18”H

**Cube Ottoman**
Colors: Black / White
Dims*: 18”L 18”D 18”H

**4-Leg Ottoman**
Colors: Brown w/ Beige
Dims*: 21”L 21”D 20”H

**Overstuffed Chair**
Colors: Chocolate
Dims*: 48”L 42”D 32”H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.*

Premium Choice Furnishing Selections
Bistro and Cocktail Tables

What are you bringing to the table?... Whatever it is, we’ve got you covered...

- **Modern Pub Table**
  - Colors: White w/ Chrome
  - Dims*: 32-42"H x 23.5" Dia

- **Mushroom Cocktail**
  - Colors: White
  - Dims*: 32"H x 30" Dia

- **Windsome Bistro**
  - Colors: White / Black
  - Dims*: 40"H x 20" Dia

- **Windsome Cocktail**
  - Colors: Black / White / Clear
  - Dims*: 30"H x 32" Dia

- **Spectrum Bistro**
  - Colors: White
  - Dims*: 40"H x 20" Dia

- **Spectrum Cocktail**
  - Colors: White
  - Dims*: 30"H x 30" Dia

- **Glass Cocktail**
  - Colors: Glass w/ Chrome
  - Dims*: 30"H x 36" Dia

- **Illuminated Cocktail**
  - Colors: Clear w/ White Acrylic
  - Dims*: 30"H x 30" Dia

- **Metallic Cocktail**
  - Colors: Aluminum Silver
  - Dims*: 30"H x 30" Dia

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012
Premium Choice Furnishing Selections

We provide tables for any occasion... Which style do you prefer for your display?...

- **Black Glass Coffee**
  - Colors: Black w/ Chrome
  - Dims*: 38"L 22"D 16"H

- **Illuminated Coffee**
  - Colors: White w/ Acrylic
  - Dims*: 62"L 36"D 18"H

- **Glass Grid Coffee**
  - Colors: Clear w/ Chrome
  - Dims*: 50"L 24"D 18"H

- **Squared Coffee**
  - Colors: White w/ Acrylic
  - Dims*: 48"L 48"D 18"H

- **Pedestal End Table**
  - Colors: Clear w/ Chrome
  - Dims*: 18"L 18"D 22"H

- **Illuminated End Table**
  - Colors: White / Black / Red
  - Dims*: 18"L 18"D 20"H

- **Tripod End Table**
  - Colors: Black
  - Dims*: 18"L 18"D 20"H

- **Modern End Table**
  - Colors: Black w/ Chrome
  - Dims*: 20"L 20"D 18"H

- **2-Tier End Table**
  - Colors: Frosted w/ Chrome
  - Dims*: 18"L 18"D 26"H

- **Acrylic End Table**
  - Colors: Clear
  - Dims*: 18"L 18"D 18"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.
Bars, Counters & Conference Tables

Greeting clients?.. Serving up cocktails?.. Having a meeting?... We have the options you need...

- **Illumined Cubed Counter**
  - Multi-Colored Cubes • 24"L 24"D 40"H Segments

- **Illuminated Face**
  - White w/ Acrylic • 65"L 26"D 42"H

- **Illuminated Conference Table - Large**
  - White w/ Acrylic • 72"L 36"D 34"H

- **Illuminated Topper**
  - White w/ Acrylic • 48"L 24"D 40"H

- **Curved Button Face (2 pictured)**
  - White w/ Acrylic • 78"L 34"D 40"H

- **Classic Counter**
  - Cherry Wood Tone • 65"L 28"D 42"H

- **Button Face**
  - Black / Red • 65"L 26"D 42"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

Back to Table of Contents
HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it’s return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and DO NOT SEND ANYTHING VIA U.S. MAIL.
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked “insured”, it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
   A. not advising your carrier about your target date and time.
   B. not including an accurate description or piece count.
   C. not reading the exhibitor manual and shipping instructions; and
   D. not filling out the forms properly.
ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR’S NAME
3. SHIPPER’S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES ...........................................(WOODEN BOXES)
2. CARTONS...........................................(CARDBOARD BOXES)
3. CARPETS..........................................(RUGS AND PADS)
4. SKIDS.............................................(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.........................(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM:

WE REQUIRE A COPY OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT CLERK
INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Company Name:__________________________________________________  Booth #:_______________________

Origin of Shipment:________________________________________________  Carrier:_______________________

Shipping Date:_________________________________________   Approximate Arrival Date:___________________

Total Number of Containers:______________________________   Total Weight of Shipment:___________________

Pro # __________________________________________________________________________________________

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name):_____________________________  Telephone:________________________________

Street Address: ________________________________________  City: _____________________________________

State: ________________________________________________   Zip: _____________________________________

Carrier: _______________________________________________         PREPAID       COLLECT

Total Number of Containers: ______________________________   Total Weight of Shipments: __________________

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name):_____________________________ Telephone:__________________  PREPAID   COLLECT

Street Address: ______________________________City: ________________________State: _______Zip:__________

Carrier: _______________________Total Number of Containers: __________ Total Weight of Shipments: __________

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name:_________________________________________ Telephone:_______________________

Street Address:_________________________________________ City: ________________________ State: _____Zip:_______

Attention: ____________________________________________

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 888-301-1273 along with a completed payment policy. COLLECT SHIPMENTS WILL NOT BE RECEIVED
1. Estimate total number of pieces being shipped
   _____ Crated
   _____ Uncrated
   _____ Machinery
   _____ TOTAL

2. Are you shipping to:
   _____ Direct to Site
   _____ Mainland Warehouse
   _____ PR Warehouse

3. Estimate total weight of shipments:
   lbs. __________

4. Indicate total number of trucks in each category that you will use:
   _____ Overseas Container
   _____ Van Line
   _____ Common Carrier
   _____ Flatbed
   _____ Co. Truck

5. List carrier name(s):
   ____________________________
   ____________________________
   ____________________________

6. If using a Customs Broker, please print name:
   ____________________________

7. Print name of person in charge of your move-in:
   ____________________________
   Their phone: ________________

8. What are the least number of days required to erect your display.
   ____________

9. What date and time are you scheduling your shipment(s) to arrive on-site?
   ____________________________

10. What is the weight of the single heaviest piece that must be lifted:
    ____________________________

11. Is there any special handling equipment required to unload your exhibit materials.
    i.e. extended Forklift blades, special slings, lifting bars, etc?
    ____________________________

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that
the proper capacity of material handling equipment will be available.

ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM
MATERIAL HANDLING SERVICES/RATES

DIRECT/CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.

UNCRACTED: Material that is shipped loose or pad wrapped.

NOTE: Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. All late shipments will incur an additional 30% surcharge in addition to the rates listed below. Does not include air charges for late freight received at the mainland.

OVERTIME: An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: November 12 - December 5

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct to Warehouse</td>
<td>$92.00</td>
<td>$184.00</td>
</tr>
<tr>
<td>Late to Warehouse</td>
<td>$119.60</td>
<td>$239.20</td>
</tr>
<tr>
<td>Direct to Warehouse Inbound OT Surcharge</td>
<td>$23.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>Special Handling to Warehouse</td>
<td>$102.00</td>
<td>$204.00</td>
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<tr>
<td>Late Special Handling to Warehouse</td>
<td>$132.60</td>
<td>$265.20</td>
</tr>
<tr>
<td>Special Handling to Warehouse Inbound OT Surcharge</td>
<td>$25.50</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Site Shipment May Begin Arriving December 9, 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct to Convention Facility</td>
<td>$80.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>Direct to Convention Facility Inbound/Outbound OT Surcharge</td>
<td>$20.00</td>
<td>$40.00</td>
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<tr>
<td>Uncrated to Convention Facility</td>
<td>$106.00</td>
<td>$212.00</td>
</tr>
<tr>
<td>Special Handling to Convention Facility</td>
<td>$90.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Special Handling Inbound/Outbound OT Surcharge</td>
<td>$22.50</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Small Package - Maximum Weight 50 lbs......................... $40.00 each

Only applicable on SHOW DAYS

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.

Back to Table of Contents
EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at $0.95 per linear foot, plus one-half hour minimum labor.
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum $250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of $69.00 per cwt. On straight time, $138.00 per cwt., with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS an insured at a value not to exceed $0.25 per pound and is not to exceed a maximum of $50.00 per item or $1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.
IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.
Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.
In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor’s shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor’s address.
The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

**What is Ground Loading/Unloading?**
Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

**What is Constricted Space Loading/Unloading?**
Trailer loaded “high and tight” shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must by bypassed to reach target freight.

**What is Designated Piece Loading/Unloading?**
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

**What are stacked Shipments?**
Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

**What is Alternate Delivery Location?**
Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

**What are Mixed Shipments?**
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

**What does it mean if I have “No Documentation”?**
Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

**What about Carpet Only Shipments?**
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

**What is the difference between Crated and Uncrated Shipments?**
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.
For complete information and instructions on shipping and material handling, refer to the “SHIPPING INSTRUCTIONS” and “MATERIAL HANDLING RATES”.

**COMPUTATION OF ORDERS**

When recording weight, round up the next one hundred (100) pounds

### SHIPMENTS TO WAREHOUSE:

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Weight (lbs)</th>
<th>Rate (per 100 lbs)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will ship ____ pieces @ ______ lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ $92.00 per 100 lbs. (200 lb. minimum)</td>
<td>$___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LATE CRATED SHIPMENTS TO THE WAREHOUSE</td>
<td>$119.60 per lbs. (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Weight (lbs)</th>
<th>Rate (per 100 lbs)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will ship ____ pieces @ ______ lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ $102.00 per 100 lbs. (200 lb. minimum)</td>
<td>$___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>See Special Handling Rates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LATE SHIPMENTS TO THE WAREHOUSE</td>
<td>$132.60 per 100 lbs. (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Weight (lbs)</th>
<th>Rate (per 100 lbs)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will ship ____ pieces @ ______ lbs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ $80.00 per 100 lbs. (200 lb. minimum)</td>
<td>$___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNCRATED SHIPMENTS</td>
<td>@ $106.00 per 100 lbs. (200 lb. minimum)</td>
<td>$___________________________</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Weight (lbs)</th>
<th>Rate (per 100 lbs)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will ship ____ pieces @ ______ lbs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ $90.00 per 100 lbs. (200 lb. minimum)</td>
<td>$___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ESTIMATED MATERIAL HANDLING $ _____________________________

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed [Payment Policy Form](#) to be faxed to the number provided on the Payment Policy Form no later than November 19, 2012 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

**EXHIBITOR NAME: _____________________________________**

**BOOTH #: __________________**

Fax form to **888-301-1273** along with completed payment policy

[Back to Table of Contents](#)
IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.

- Crated shipments may be sent to the warehouse beginning on November 12, 2012, last date for warehouse shipments being December 5, 2012. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com. Have pro # and carrier information included. We will call or e-mail back promptly.

- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: RCMI 2012
To: Your Company Name & Booth
IMS, Inc./ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965
Show Name: RCMI 2012
IMS, Inc. / ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

EVENT: RCMI 2012

SHIPMENTS SHOULD ARRIVE BETWEEN
November 12 - December 5, 2012

COMPANY NAME____________________________
BOOTH # _____

CARIRER: ____________________________________________
NUMBER OF PIECES: ________________________

ADVANCED SHIPMENTS TO WAREHOUSE

FROM:

EXHIBITION FREIGHT
RUSH!
• All shipments arriving to the facility prior to December 9, 2012 shipment will be refused and returned to the local trucking terminal.

• Shipments will only be received at the show during the move-in periods indicated on page one of this section.

• As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.

• Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

• Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: RCMI 2012
To: Your Company Name & Booth #
c/o: IMS, Inc.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

DO NOT deliver prior to December 9, 2012
Facility will refuse shipment
COMPANY NAME____________________________BOOTH # _____
IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
December 9, 2012
EVENT: RCMI 2012
CARRIER: ____________________________________________
NUMBER OF PIECES: ____________________

SHIPMENTS MAY BEGIN TO ARRIVE
December 9, 2012
EVENT: RCMI 2012
CARRIER: ____________________________________________
NUMBER OF PIECES: ____________________

DIRECT SHIPMENT
FROM: ____________________________________________
TO: _____________________________________________
EXHIBITION FREIGHT
RUSH!

DIRECT SHIPMENT
FROM: ____________________________________________
TO: _____________________________________________
EXHIBITION FREIGHT
RUSH!
ABF Freight System, Inc.

YOUR OFFICIAL GROUND, OCEAN & AIR CARRIER FOR TRANSPORTATION

Let ABF make the San Juan Convention Center • San Juan, Puerto Rico
December 10 - 13, 2012

RCMI 2012

the easiest you have attended.

Choose guaranteed, expedited shipping solutions — air or ground — with special discounted rates for your inbound and outbound shipments.

For personalized quotes please call Pam Ferrelli in our Trade Show Division at 888-256-8123

Our services include

- Priority handling of your inbound and outbound shipments.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

800-654-7019
REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name ___________________________________________ Booth Number __________

Show Date ___________________________ Show City ___________________________

Contractor ___________________________

Name ___________________________ Title ___________________________

Company ___________________________

Street Address ___________________________

P.O. Box ___________________________ City ___________________________ State ___________________________

Zip (P.O. Box) ___________________________ Zip (Street Address) ___________________________

Phone ___________________________ Fax ___________________________ E-mail ___________________________

Estimated Exhibit Value ___________________________

Normal Exhibit Weight ___________________________ Number of Shows Per Year ___________________________

Normal Number of Exhibit Pieces ________ Crates ________ Cartons ________ Cases ________ Carpet ________

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF’s Trade Show Service. ☐

Please fax completed form back to 904-786-8127

ABF tradeshow
On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019

3801 Old Greenwood Road • Ft. Smith • AR • 72908
SHPPPER PLEASE NOTE: FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

ABF FREIGHT SYSTEM, INC.
P.O. BOX 10048
FORT SMITH, AR 72917
800-610-5544 ABFS

PLACE PRO LABEL HERE

Shippers Bill of Lading No.

Consignee's Reference/PO No.

TRAILER NUMBER
BILL DATE
ROUTE
SPECIAL INSTRUCTIONS

FOR PAYMENT, SEND BILL TO:

NAME
STREET
CITY/ST/ZIP

Collect on Delivery $_________and remit to:

Street: __________________________
City: __________________________
State: __________________________

C.O.D. charge to be paid by: Shipper __ Consignee __

Signed: __________________________

<table>
<thead>
<tr>
<th>Hldg. Units</th>
<th>Packages No.</th>
<th>Type</th>
<th>* HM</th>
<th>Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)</th>
<th>Weight (Subj to Correction) (LBS)</th>
<th>Class or Rte. Ref (For Info. Only)</th>
<th>Cube (Optional) (CuFT)</th>
</tr>
</thead>
</table>

* Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding ___________________ per ___________________."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or storage must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2 of NMFC Item 390.

Notify if problem enroute or at delivery.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper on request. Every service to be performed hereunder shall be subject to all terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classification. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading and said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. See 760-1 of ADT 111 rates for general liability limitations and for additional coverage available at additional expense.

If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign this below statement.

The carrier may decline to take delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Consignee)

FOR FREIGHT COLLECT SHIPMENTS:

CHECK BOX IF COLLECT

SHIPPER: __________________________

CARRIER: ABF FREIGHT SYSTEM, INC.

PER (SIGNATURE REQUIRED)

PER (SIGNATURE REQUIRED)

DATE

(Seal or Signature)/ABF Freight System, Inc.

ABF FREIGHT SYSTEM, INC.

800-610-5544

Back to Table of Contents
## Commercial Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
<th>PO #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipper Name</td>
<td>Consignee Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Contact (Shipper)</td>
<td>Email Address</td>
<td>Contact (Consignee)</td>
</tr>
<tr>
<td>Telephone/Fax Number</td>
<td>Telephone/Fax Number</td>
<td></td>
</tr>
<tr>
<td>Tax ID Number (EIN)</td>
<td>Exporting Carrier</td>
<td>Tax ID Number (i.e. EIN, VAT)</td>
</tr>
<tr>
<td>Other Information (i.e. ITN #)</td>
<td>AWB #</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete Commodity Description</th>
<th>HM</th>
<th>Schedule B</th>
<th>Country of Manufacture</th>
<th>Quantity</th>
<th>Unit Price USD $</th>
<th>Total Price USD $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>0.00</td>
</tr>
</tbody>
</table>

I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.

<table>
<thead>
<tr>
<th>Signature and Title of Authorized Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal (USD $)</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Freight Charge</td>
<td></td>
</tr>
<tr>
<td>Total Insurance Cost</td>
<td></td>
</tr>
<tr>
<td>Total Invoice Value (USD $)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

These commodities, technology, or software were exported from the United States of America for ultimate destination ________________________________ in accordance with export administration regulations. Diversion contrary to U.S. law is
**Installation and Dismantle Labor Rates**

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday  
Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.  
One hour minimum charge on all labor. Cancellations must be in writing.

| PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| **Straight Time**               | **Overtime**                     |
| $79.00 per personnel hour       | $99.00 per personnel hour        |

<table>
<thead>
<tr>
<th>Installation</th>
<th>Time</th>
<th>Total Laborers</th>
<th>Hours Per Laborer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Dismantling | Time | Total Laborers | Hours Per Laborer |
|            |      |                |                   |

| PLAN B: Installation and Dismantling of display under the supervision of IMS |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| **Straight Time**               | **Overtime**                     |
| $106.65 per personnel hour     | $133.65 per personnel hour      |

<table>
<thead>
<tr>
<th>Installation</th>
<th>Time</th>
<th>Total Laborers</th>
<th>Hours Per Laborer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Dismantling | Time | Total Laborers | Hours Per Laborer |
|            |      |                |                   |

Please note the following:  
• Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.  
• Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR  $__________

EXHIBITOR NAME: ________________________________________________________  BOOTH #: __________

Fax form to 888-301-1273 along with completed payment policy
1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.

3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor’s material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor’s materials.

4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc. (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.

5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.
**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

Exhibiting Name: ___________________________________________ Booth # ________________________________

Contact Name: ________________________________________________________________________________________

Booth Size ____________________ x _____________________

Email Address _________________________________________________________________________________________

---

**IMS SUPERVISED LABOR**

*In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.*

### Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse ______ Show Site _______ Date ______________

Total No. of: Crates ______ Cartons ______ Fiber Cases _______ Other (Specify) ______________________

Setup Plan/Photo: Attached ___________ To Be Sent With Exhibit ____________ In Crate No. ______

Carpet: With Exhibit ______ Rented From ____________ Color ___________ Size __________

Electrical Placement: Drawing Attached __________ Drawing with Exhibit __________ Electrical Under Carpet __________

Comments: _________________________________________________________________________________________________

Graphics: With Exhibit _______ Shipped Separately ______________

Comments: __________________________________________________________________________________________________

Special Tools/Hardware Required: ________________________________________________________________________________

### Outbound Shipping Information

Ship To: _____________________________________________________

______________________________________________________________________________

**Method of Shipment**

- [ ] Exhibit Transportation
- [ ] Common Carrier
- [ ] Air Freight
- [ ] Next Day
- [ ] 2nd Day
- [ ] Deferred

- [ ] Other Carrier: Please indicate the carrier’s name

- [ ] Other Common Carrier: _____________________________________________________________________________

- [ ] Other Air Freight: _________________________________________________________________________________

- [ ] Van Line: _______________________________________________________________________________________

- [ ] Freight Charges [ ] Prepaid Bill To [ ] Collect

______________________________________________________________________________

Fax form to **888-301-1273** along with completed payment policy

---

*In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.*

**IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.**
Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor’s representative will return the crew to IMS Service Desk and approve the work order.

**FORKLIFT W/OPERATOR:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th># of Forklift Crews</th>
<th>Standard Price</th>
<th>Overtime Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALL</td>
<td></td>
<td></td>
<td>$121.50</td>
<td>$155.75</td>
<td></td>
</tr>
<tr>
<td>DISMANTLE</td>
<td></td>
<td></td>
<td>$121.50</td>
<td>$155.75</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL LABOR::**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th># of Additional laborers</th>
<th>Standard Price</th>
<th>Overtime Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALL</td>
<td></td>
<td></td>
<td>$69.00</td>
<td>$101.75</td>
<td></td>
</tr>
<tr>
<td>DISMANTLE</td>
<td></td>
<td></td>
<td>$69.00</td>
<td>$101.75</td>
<td></td>
</tr>
</tbody>
</table>

Describe work to be done:

________________________________________________________________
________________________________________________________________
________________________________________________________________

TOTAL $ __________

LABOR RATES

**Straight Time**
8:00 a.m. to 4:30 p.m. Monday through Friday

**Overtime**
4:30 p.m. to 8:30 p.m. Monday through Friday
8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

COMPANY NAME_________________________BOOTH#________

Fax to 888-301-1273 along with completed payment policy
INSTRUCTIONS:

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
• All overhead hanging signs or banners must be assembled, installed and removed by IMS. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble our hanging sign.
• Set up instructions must be provided for signs needing assembly.
• Hanging anchor points must be pre-fabricated and ready for use.
• Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
• If any hang point supports over 250 lbs., notify IMS immediately for special authorization.
• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, IMS cannot guarantee the hanging of your sign.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 a.m. to 4:30 p.m. Monday through Friday

*Overtime
4:30 p.m. to 8:30 p.m. Monday through Friday
8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

Double Time
All day holidays

Materials
Cable, clamps, etc. additional and charged accordingly.

Equipment With Crew

• Rates are per lift and crew per hour
• One hour minimum per lift and crew
• Straight Time cannot be guaranteed

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Condor</strong></td>
<td><strong>$425.00</strong></td>
<td><strong>$575.00</strong></td>
</tr>
<tr>
<td><strong>Scissorlift</strong></td>
<td><strong>$345.00</strong></td>
<td><strong>$465.00</strong></td>
</tr>
</tbody>
</table>

Installation Estimate
Approx Hours Hourly Rate Total Estimated Cost

Installation Estimate
Approx Hours Hourly Rate Total Estimated Cost

Supervision for assembly and disassembly of overhead hanging can be provided by IMS, Inc. at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly

_____ No Supervision Required
_____ IMS, Inc
_____ Exhibitor Personnel
_____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged.
### DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

<table>
<thead>
<tr>
<th>Exhibiting Name:</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Booth Size x</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

<table>
<thead>
<tr>
<th>Type:</th>
<th>Cloth Banner</th>
<th>Metal or Wood</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Shape:</th>
<th>Square</th>
<th>Triangle</th>
<th>Rectangle</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Size:</th>
<th>Height</th>
<th>Length</th>
<th>Width</th>
<th>Weight of Sign</th>
</tr>
</thead>
</table>

Does Your Sign Require:
- Electricity
- Assembly

### PLACEMENT OF DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

<table>
<thead>
<tr>
<th>Feet in from the back aisle#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feet in from the left aisle#</td>
</tr>
<tr>
<td>Feet in from the right aisle#</td>
</tr>
<tr>
<td>Feet in from the front aisle#</td>
</tr>
</tbody>
</table>

### Installation Estimate

- **Condor**
- **Scissorlift**

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Dismantle Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervision for assembly and disassembly of overhead hanging sign can be provided by IMS at an additional cost, or by your company representative, display house, independent, or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

- No Supervision Required
- IMS I & D
- Exhibitor Personnel*
- Display House*

*For Exhibitor or Display House Supervised please indicate

<table>
<thead>
<tr>
<th>Install Date</th>
<th>Install Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Date</td>
<td>Dismantle Time</td>
</tr>
</tbody>
</table>

** Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Fax to 888-301-1273 along with completed payment policy
Hanging Sign Location Diagram

If your booth is larger than a 20’ x 20’ please include a copy of your own diagram with your order.

PLEASE CLEARLY MARK THE FRONT OF YOUR BOOTH

Your Booth # ______

Adjacent Booth# ______

Adjacent Booth# ______

Adjacent Booth# ______

COMPANY NAME___________________________________________ BOOTH#________

Fax to 888-301-1273 along with completed payment policy
Show Name: RCMI 2012
IMS, Inc. / ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD BEGIN ARRIVE BETWEEN
November 12 - December 5, 2012

CARRIER: ________________________________
NUMBER OF PIECES: ______________________

EVENT: RCMI 2012

HANGING SIGN TO WAREHOUSE
FROM: ________________________________
TO: ________________________________

RUSH!
CLEANING ORDER FORM

CARPET SERVICE (Check One):

- Vacuum Booth Carpet - **One Time** (before Show Opens)
  - Booth Sq. Ft. ________ x $ 0.38 = $__________
  - Booth Sq. Ft. ________ x $ 0.42 = $__________

- Vacuum Booth Carpet—**Daily** (before Show Opens)—3 days
  - Booth Sq. Ft. x 3 = ________ Sq. Ft. x $0.32 = $__________
  - Booth Sq. Ft. x 3 = ________ Sq. Ft. x $0.35 = $__________
  
  *Calculate 3 times the square footage of booth space for daily*

- Shampoo Booth Carpet—One Time
  - Booth Sq. Ft. ________ x $ 0.46 = $__________
  - Booth Sq. Ft. ________ x $ 0.50 = $__________

**NOTE:** All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE

<table>
<thead>
<tr>
<th>Empty wastebaskets, police floor at two-hour intervals (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 65.00 per day</td>
</tr>
<tr>
<td>$ 75.00 per day</td>
</tr>
<tr>
<td>$ 95.00 per day</td>
</tr>
<tr>
<td>$ 110.00 per day</td>
</tr>
</tbody>
</table>

EXHIBIT CLEANING SERVICE (Check One)

- Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show
  - $65.00 per 10’ foot booth space $__________
  - $75.00 per 10’ foot booth space $__________

- Cleaning and dusting of display background and furnishings **DAILY** during show
  - $55.00 per day per 10’ booth space $__________
  - $65.00 per day per 10’ booth space $__________

**Prices in blue reflect POST deadline date prices.**

**TOTAL** $__________

EXHIBITOR NAME: ___________________________________  BOOTH #: __________________

Fax form to **888-301-1273** along with completed payment policy
**FLORAL ORDER FORM**

**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

**COMPANY NAME___________________________________________ BOOTH#________**

Fax to 888-301-1273 along with completed payment policy

---

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ficus</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ficus Tree - 7' Long Leaf</td>
<td>$80.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ficus Topiaries - 6' and up</td>
<td>$80.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ferns</td>
<td>$39.95</td>
<td>$49.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flower Arrangements</td>
<td>$75.00 and up</td>
<td>$95.00 and up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' - 5' Palm</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' - 7 1/2' Palm</td>
<td>$75.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spatphilum Sensatione</td>
<td>$55.00</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schefflera up to 3 1/2'</td>
<td>$35.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bromelia</td>
<td>$15.00</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

**Container Style**
- Black Plastic
- Terra Cotta Plastic

**Floral Arrangements**
Please specify what you would like and the size and we will email you a quote.

- Flower(s) ________________________________
- Greenery circle one  yes  no
- Height __________  Width __________
- Container Type/Color _________________________

---

Fax to 888-301-1273 along with completed payment policy

**Back to Table of Contents**
DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with your logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach.

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>$47.30</td>
<td>$70.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td>$48.50</td>
<td>$72.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>$52.50</td>
<td>$78.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9” x 44”</td>
<td>$58.35</td>
<td>$87.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>$61.95</td>
<td>$92.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>$68.10</td>
<td>$102.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 44”</td>
<td>$88.55</td>
<td>$132.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>$96.50</td>
<td>$144.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>$136.75</td>
<td>$205.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” x 60”</td>
<td>$195.65</td>
<td>$293.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $___________

SIGN COPY: (Use additional sheet of paper if more space is needed.)
______________________________
______________________________

Background Color: ___________
Lettering Color: ______________

ADDITIONAL SERVICES INCLUDE:
Foam core signs, Special Graphics, Art Work, Silk-Screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: ____________________________
BOOTH #: ______________

Fax form to 888-301-1273 along with completed payment policy
Preferred Format(s) for Incoming Graphics

**Logos:** Vector-based files always work best to create large-format graphics and signage.

**Graphics Supplied by Client:** PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic MUST be scaled to proper size and dimension for final outputprinting.

<table>
<thead>
<tr>
<th>Other file formats are accepted</th>
<th>Software</th>
<th>Type of file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Photoshop:</td>
<td>EPS (Raster Based), PSD, TIFF (PC/MAC)</td>
<td></td>
</tr>
<tr>
<td>Adobe Illustrator:</td>
<td>EPS (Vector based), .AI (PC/MAC)</td>
<td></td>
</tr>
</tbody>
</table>

**File Format**
Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for rasterbitmap graphics.

Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the “Vector” category) Fonts in these EPS files should be converted to “create outlines” or “convert to paths” this will eliminate the need to download the fonts for outputting.

Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

**Resolution**
Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

**Color**
All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

**Fonts**
Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

**Size**
Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

**Proof**
Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

**Accepted Media and Transfer Methods**
CD-ROM
E-Mail for files 1mg. and smaller
1.44 MB floppy disks: Mac or PC format

**Please** submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

Fax form to 888-301-1273 along with completed payment policy

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**DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012**

**ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>501-1000 WATTS (10 AMPS)</td>
<td>118.25</td>
<td>153.75</td>
<td></td>
</tr>
<tr>
<td>1001-1500 WATTS (15 AMPS)</td>
<td>147.00</td>
<td>191.25</td>
<td></td>
</tr>
<tr>
<td>1501-2000 WATTS (20 AMPS)</td>
<td>164.25</td>
<td>213.50</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLTS SINGLE PHASE</td>
<td>210.00</td>
<td>273.00</td>
<td></td>
</tr>
<tr>
<td>20 AMPs</td>
<td>260.00</td>
<td>338.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td>354.50</td>
<td>460.75</td>
<td></td>
</tr>
<tr>
<td>100 AMPs</td>
<td>404.25</td>
<td>525.50</td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLTS THREE PHASE**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPs</td>
<td>260.00</td>
<td>338.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPs</td>
<td>295.50</td>
<td>384.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td>449.00</td>
<td>583.50</td>
<td></td>
</tr>
<tr>
<td>100 AMPs</td>
<td>522.50</td>
<td>679.25</td>
<td></td>
</tr>
</tbody>
</table>

**480 VOLTS SINGLE PHASE**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 AMPs</td>
<td>649.75</td>
<td>844.75</td>
<td></td>
</tr>
<tr>
<td>50 AMPs</td>
<td>820.50</td>
<td>1066.50</td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td>912.25</td>
<td>1186.00</td>
<td></td>
</tr>
</tbody>
</table>

**480 VOLTS THREE PHASE**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 AMPs</td>
<td>676.00</td>
<td>878.75</td>
<td></td>
</tr>
<tr>
<td>50 AMPs</td>
<td>918.75</td>
<td>1194.50</td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td>978.00</td>
<td>1271.25</td>
<td></td>
</tr>
</tbody>
</table>

**LIGHTING EQUIPMENT - (Including current consumed)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 WATT (1) FLOOD LIGHT</td>
<td>105.00</td>
<td>136.50</td>
<td></td>
</tr>
<tr>
<td>300 WATT (2) FLOOD LIGHTS</td>
<td>124.00</td>
<td>161.25</td>
<td></td>
</tr>
</tbody>
</table>

**EXTENSION CORDS - (Electricity not including)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE OUTLET any length</td>
<td>31.50</td>
<td>41.00</td>
<td></td>
</tr>
<tr>
<td>QUAD OUTLET/POWER STRIP</td>
<td>42.00</td>
<td>54.75</td>
<td></td>
</tr>
</tbody>
</table>

**LABOR**

| ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays) | 63.00 | |
| OT Mon - Fri 4:30 pm - 8:00 am (Sat. /Sun./Holidays) | 105.00 | |

TOTAL $______________

FIRM NAME:_______________________________________________________ BOOTH #_______

ADDRESS:_____________________________________ PHONE: ____________________ FAX:___________________

CITY ,STATE:_______________________________________________________________ ZIP CODE ______________

EMAIL ADDRESS:_________________________________________________________________

Credit Card ___Visa ____MasterCard ____AmeEx _____Discover Expiration Date_______

_________________________ __________________________ Security Code________

Signature of Card Holder __________________________________________________

Fax to 888-301-1273 along with completed payment policy

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

**ISLAND BOOTHS**

A scaled floor plan must accompany orders showing locations of electrical outlets connections and lighting equipment.
By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. If your booth is larger than a 20’ x 20’ please include a copy of your own diagram with your order.
3. Mark each circuit location with correct corresponding order on the application form. Important: The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis.
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # ______

Adjacent Booth # ______

Adjacent Booth # ______

Adjacent Booth # ______

COMPANY NAME___________________________________________ BOOTH#________

Fax to 888-301-1273 along with completed payment policy
1. Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.

2. The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.

3. A separate outlet must be ordered for each location where electricity is needed.

4. Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.

5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor’s request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.

6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

7. All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

**ISLAND BOOTHS!**

One drop within booth when powersource in ceiling or one location at IMS’s discretion when power source is in the floor.

*Please see Regulation #4 above.*
10. All exhibitor’s cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

11. A $25.00 service charge will be assessed for all returned checks and credit cards.

12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.

13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.

14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.

15. Credit will not be given for service installed and not used.

16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, foreclosure, or otherwise, exhibitor will pay the electrical contractor’s attorney fees or applicable agency fees.

17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.

18. Exhibitor holds the electrical contractor harmless for any and all loses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.

19. The official Electrical Contractor shall be responsible for:
* All under carpet distribution of electrical wiring
* All motor and equipment hook-ups requiring hardwire connections
* The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.

20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
* All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
* The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
* Zip cords or two-wire cords are ungrounded and could result in safety hazards.

21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
## AUDIO/VISUAL ORDER FORM

**DISCOUNT DEADLINE DATE** • **NOVEMBER 19, 2012**

### COMPUTER SIGNAL DISPLAY EQUIPMENT

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20&quot; Flat Monitor with Table Stand (no speakers)</td>
<td>$295.00</td>
<td>$398.25</td>
<td></td>
</tr>
<tr>
<td>32&quot; Flat Monitor with Table Stand (no speakers)</td>
<td>$470.00</td>
<td>$634.50</td>
<td></td>
</tr>
<tr>
<td>42&quot; Plasma Display with Floor Stand (no speakers)</td>
<td>$595.00</td>
<td>$803.25</td>
<td></td>
</tr>
<tr>
<td>50&quot; Plasma Display with Floor Stand (no speakers)</td>
<td>$845.00</td>
<td>$1,140.75</td>
<td></td>
</tr>
<tr>
<td>Set of Speakers</td>
<td>$75.00</td>
<td>$101.25</td>
<td></td>
</tr>
</tbody>
</table>

### VIDEO SIGNAL DISPLAY EQUIPMENT

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; Flat Monitor with Table Stand w/ DVD and Set of Speakers</td>
<td>$585.00</td>
<td>$789.75</td>
<td></td>
</tr>
<tr>
<td>42&quot; Plasma Display with Floor Stand w/ DVD and Set of Speakers</td>
<td>$785.00</td>
<td>$1,059.75</td>
<td></td>
</tr>
<tr>
<td>50&quot; Plasma Display with Floor Stand w/ DVD and Set of Speakers</td>
<td>$970.00</td>
<td>$1,309.50</td>
<td></td>
</tr>
</tbody>
</table>

### COMPUTERS

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer with 17&quot; Flat Monitor</td>
<td>$225.00</td>
<td>$303.75</td>
<td></td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>$325.00</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td>Laser Printer (B/W)</td>
<td>$275.00</td>
<td>$371.25</td>
<td></td>
</tr>
<tr>
<td>Multi-Function Printer/Fax/Scanner</td>
<td>$150.00</td>
<td>$202.50</td>
<td></td>
</tr>
<tr>
<td>Copier (price for 5 days, only weekly rental)</td>
<td>$1,700.00</td>
<td>$2,295.00</td>
<td></td>
</tr>
</tbody>
</table>

### SOUND SYSTEMS

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Sound System with 1 Speaker and 1 wired microphone</td>
<td>$200.00</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td>Small Sound System with 1 Speaker and 1 wireless microphone</td>
<td>$325.00</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td>Additional Speakers</td>
<td>$125.00</td>
<td>$168.75</td>
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</tr>
<tr>
<td>CD Player</td>
<td>$95.00</td>
<td>$128.25</td>
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</table>

### TOTAL

<table>
<thead>
<tr>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DELIVERY INFORMATION

- Meeting Rm #________
- Delivery Date________
- Time:________
- Pickup Date________
- Time:________

**FIRM NAME:** _______________________________ **BOOTH #________**

**ADDRESS:** _______________________________ **PHONE:** _______________________________ **FAX:** __________________

**CITY, STATE:** _______________________________ **ZIP:** __________________

**EMAIL ADDRESS:** _______________________________

Credit Card ____ Visa ____ MasterCard ____ AmeEx ____ Discover  Expiration Date________

Credit Card Number _______________________________

Security Code _______________________________

Signature of Card Holder _______________________________

**TOTAL** $________

Fax to **888-301-1273** along with completed payment policy
# NETWORK AND VOICE SERVICES ORDER FORM

## CUSTOMER INFORMATION

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Show Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Contact Name:</th>
<th>Show Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Street Address:</th>
<th>City, State &amp; Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Site Contact Name:</th>
<th>On Site Contact Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STANDARD VOICE SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$100.00</td>
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</tr>
</tbody>
</table>

There is an additional cost on long distance and international calls (per minute)

## CUSTOMIZED VOICE OPTIONS

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50.00</td>
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</tr>
<tr>
<td></td>
<td>$50.00</td>
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</table>

## STANDARD NETWORK SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$400.00</td>
<td></td>
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<tr>
<td></td>
<td>$150.00</td>
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</tbody>
</table>

## ADDITIONAL NETWORK SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,800.00</td>
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</table>

## CUSTOMIZED NETWORK OPTIONS

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$950.00</td>
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</tbody>
</table>

## RENTAL EQUIPMENT

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,500.00</td>
<td></td>
</tr>
</tbody>
</table>

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**ALL SERVICE MUST BE PAID IN ADVANCE AND WITH THE ORDER. PAYMENT METHODS ARE CHECK OR CREDIT CARD.**

**ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.**

Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.
Credit Card Consent Form / Security Deposit

Credit Card Type:

[ ] AMEX  [ ] Visa - MC - Diners Club  [ ] Discover

Credit Card Number: ________________________________

Exp Date: __________________________ Security Code ______________________

Customer PO (if required or Purchase card used #): ________________________

Cardholder’s Name: ________________________________

Cardholder’s Phone Number: _________________________

Cardholder’s email address: __________________________

Cardholder’s Billing Address: __________________________

State and Zip Code: ________________________________

Customer Name to be Invoiced: _________________________

Invoice/Order Number(s): ______________________________

Cancellation Policy

Cancellations received less than 30 days but more than 15 days prior to the Event shall be subject to a cancellation charge equal to 50% of the total estimate of charges described on the most recent proposal submission. Cancellations received at least 15 days but more than 72 hours prior to the first day of the Event, shall be subject to a cancellation charge equal to 75% of the entire estimate of charges contained in the most recent version of the proposal. Cancellations received 72 hours or less before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to 100% of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

I, (please print) ________________________________, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions.

Signature______________________________ Date______________________________